STATE OF MISSOURI

INFORMATION TECHNOLOGY ADVISORY BOARD

JUNE 30, 1999

MEETING MINUTES

ATTENDEES:

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| Jim Roggero, Chair | Joyce Backes | Mike Benzen |
| Tom Boyer | Christy Clark | Carolyn Cook |
| Tim Dwyer | Jeff Falter | Jill Hansen |
| Russell Helm | Gina Hodge | Ray Jagger |
| Jamie Lister | Bill Perkins | Paul Peterson |
| Rex Peterson | Kim Potzmann | Tom Robbins |
| Mike Salem | Jim Schutt | Larry Seneker |
| Joe Stevenson | Bruce Vieweg | Debbie Wells |
| Tony Wening | Gerry Wethington | Chris Wilkerson |
| Mary Willingham | Lanny Wingate | |

Jim Roggero opened the meeting at 8:30 a.m.

PRESENTATION

1.      GIS Presentation

Tim Haithcoat, Program Director at the University of Missouri in Columbia, gave a presentation on GIS and its relation to IT.  He defined GIS as a computer system that can hold and use data describing a particular location.  The address for their web site is http://msdis.missouri.edu.  For a listing of datasets, the web site address is http://msdis.missouri.edu/datasets.html.  Anyone interested in additional information should contact Tim Haithcoat at the University of Missouri-Columbia, GRC/MSDIS, 18 Stewart Hall, Columbia, MO 65211 or telephone (573) 882-2324.  His new email address is haithcoatt@missouri.edu.

ACTION ITEMS

1.      Approval of the May 26, 1999, Information Technology Advisory Board Meeting Minutes

Jim asked if there were any additions, deletions or corrections to the minutes of the last meeting; there were none.  The meeting minutes from May 26, 1999, are approved as written.


2.      Review of the Microsoft Access State Government User Group Charter

Jim asked if there were any comments relating to this item; there were none.  Bruce Vieweg made the motion to accept the charter; Gerry Wethington seconded the motion.  The charter was approved unanimously.

3.      Review of the Microsoft Visual Basic State Government User Charter

Jim asked if there were any comments relating to this item; there were none. Gerry Wethington made the

motion to accept the charter; Bruce Vieweg seconded the motion. The charter was approved unanimously.

GENERAL BUSINESS

1.                                      CIO Update

Mike Benzen stated that the Prime Vendor performance has improved due, in part, to their increased resources. In regards to cooperative improvement, school districts, counties and cities have increased their buying and are now 40 percent of the contract. He noted that this group is not required to purchase off of the contract. Computers Plus has indicated that they have a contract to sell hardware to state agencies. In actuality, they have a contract with Highway Patrol for maintenance only. The purchase of hardware from them is not an option except for Social Services who had an existing contract.

2.      Project Management Update

There was no report given on this item.

3.      SAM II Update

Jim Schutt stated that SAM II would go live tomorrow. He thanked all those involved with this project. They are in the process of loading files, doing conversions and cleanup work. The first online processing will occur on July 6th, to be followed by the first batch cycle. A help desk has been established, which should ease any issues associated with the transition process. The staff will begin preparing for Phase 2 of the project, which will be the payroll system. Agencies will be phased in to the new payroll system beginning in March. With the new system, state employees will be paid twice monthly. Mike reminded the agencies to pull together to ensure this project is a success.

4.      Architectural Standards Update

Larry Seneker stated the first domain should begin networking this month. META plans to start a public sector vertical, an architectural services area and expand other services. Gerry Wethington stated that the Department of Justice (DOJ) has contacted him regarding an opportunity to develop architectural standards in the criminal justice area. This would allow portable methodology and have the capability to balance architecture against existing applications, implementations and develop transition strategies. This will be done through a grant program to the state of Missouri through the Highway Patrol. The first year award would be $300,000; the second year could be $500,000-$600,000. Object Technologies Group is being contracted for the project. The architectural immersion would begin around August 1st and be completed in approximately four or five months. The second award would be applied for at that time. The DOJ is defining the critical points of interaction so that standards may be developed. Gerry is completing a template that he is completing on the integration strategy for the redesign of the criminal history system. He will forward to everyone prior to its submission to ensure everyone is in agreement. Mike suggested that he, Gerry, Jim, and Joyce meet to discuss the best process to publicize this activity.

ACTION REQUIRED: Mike will schedule a meeting to discuss publicizing the architectural standards being developed by the state.

5.      Year 2000 Update

Debbie reported that six agencies have completed the Y2K conversion process. Congratulations to Department of Natural Resources as they completed their efforts in May. As a whole, the state is 88% done. In comparison to the status of the other states, Missouri currently ranks 15. Debbie has also been working with the technical staff of the various agencies on the network status. Mike stated that the federal government is now auditing the state agencies for Y2K compliance. They have met with Social Services and a few other agencies. Their main areas of concern include contingency plans and backup system.

Mike suggested that anyone with questions relating to these visits should contact Joyce Backes. Mike stated he had been asked if a fiscal year date in a system is used in a calculation. This question is due to the fact that July 1st will be the first date of the new fiscal year. He has been responding that the fiscal year is a label and is not a date used in actual calculations. Lyndon stated that his agency uses it within an internal system. The group was in agreement that if a problem was to occur, it would have done so already.

6.      Prime Vendor Update

        Larry Seneker stated that Bob Grogan has left the organization and has been replaced by Dan Potts. Outsourcing of the distribution will be done to Tech Data in the near future.

7.      Information Technology Education Advisory Committee Update (ITEAC)

        Bill Perkins reported that MOTEC is operating. The first steering committee was scheduled for July 20th. However, due to several conflicts, Tom will be rescheduling the meeting to a different date. Bill asked the ITAB members to attend the meeting or ensure their representative can vote on financial matters. He stated that if individuals are scheduled to attend a class and do not attend, the agency will still be billed for that cost. This is being done to ensure that empty seats are kept at a minimum. The ITEAC Committee will meet once more for a brainstorming effort prior to shifting their function to the MOTEC Steering Committee. Based on that, he plans to report at the next meeting that the charter is completed and the ITEAC Committee will be tabled until additional assignments are made.

8.      Web-Based Training Development Software RFP Update

        Jim Roggero stated that one of the vendors under evaluation presented a demonstration last week. The subcommittee is still evaluating vendors for Internet based training. This group plans to finish this task in a few weeks.

9.      Internet/MOREnet Update

        Tony Wening stated that MOREnet III is progressing. The status is updated weekly on their website (www.more.net)   The hubs in Kansas City and Springfield have moved out of the test facility are onsite.

10.     Internet Support and Service Update

        Jim introduced Christy Clark as the new Internet support contact. Christy reported that     the Internet team has been testing a chat service for online discussions with the      public at specified times. The Office of Information Technology and Department of Revenue have expressed interest in this for topics such as Year 2000.

11.     Statewide Purchasing Update

        Larry reported that the statewide consulting bids will close on July 27, 1999. He expressed appreciation to all individuals who participated in this bid process. A lot of decisions were made on  handling consulting in general. There will be multiple awards for 13 different categories. Mike stated the bids will be evaluated based on 40 percent price and 60 percent experience. He asked the evaluation committee to give high value to past experience. He suggested that agencies who have had bad experiences with vendors communicate this so that these vendors will not be selected again. Agencies were also reminded to place a record of a vendor's performance in their file in Purchasing. Mike asked Larry talk to Purchasing to determine the appropriate documentation that is needed by Purchasing. Mike will then present this at the next ITAB meeting. The inventories for general maintenance should also be out the end of this week. He also stated that he is looking at the development of a road map for contracts.

        ACTION REQUIRED:  Larry will contact Purchasing to obtain a list of the appropriate documentation to place in their files relating to the performance of a vendor.

12.     Personnel Committee Update

Joyce Backes asked those present to ensure that the survey requesting instructors for technology courses at local colleges and universities is distributed to their staff. It is important for the agencies to support local entities who will be training our future employees. Information is currently being compiled on a recent survey of employers in the community that related to the number of employees expected to be hired, skills, and similar information. The Fastrack CIT training is completed. All feedback received has been very positive. The group that reviewed the CIT classifications has been asked to meet with OA personnel to work on evaluating the education and experience criteria for merit register applicants. She will provide information from this session at the next ITAB Meeting. Gerry expressed concern that OA is not distributing information to the personnel officers in the non-merit agencies. Mike will discuss this with Lee.

ACTION REQUIRED: Mike to discuss distribution of information to personnel officers with Lee.

Gerry and Jim recapped a personnel situation relating to hiring protocol among agencies. The issue is relative to lateral transfers and different salary ranges/time lines between agencies. It was agreed that it is important to keep an open dialog between agencies. The group discussed whether an additional committee is needed to review current practices. Concern was expressed about the depth of the skill level of current staff and lack of new employees from outside of state government. Many agencies are unable to retain employees due to low salaries. Jim stated he would send an email to the ITAB members to determine if there is interest in a separate meeting to discuss this issue further.

ACTION REQUIRED: Jim to send email to ITAB members to determine if separate meeting to discuss this is needed.

13.     Assistive Technology Update

Mike stated that Bill Perkins has been responding to a complaint from Diane Golden of Missouri Relay regarding the state's voice response systems. Missouri Relay appears to be satisfied with the fix implemented by Revenue but they have not officially responded. This discussion should be completed at the next meeting.

14.     Applications Development Group

Larry Seneker stated there was nothing to report on this item at this time. This item will be removed from the agenda until further notification.

REPORT OF PLANNED/ACTIVE BIDS

There was no report of planned or active bids presented.

REVIEW OF ACTION ITEMS

1.      Mike will schedule a meeting to discuss publicizing the architectural standards efforts of the state.
    2.   Mike to discuss distribution of information to personnel officers with Lee.
    3.   Jim to send email to ITAB members to determine if separate meeting to discuss personnel
    issues.
4.      Larry will contact Purchasing to obtain a list of the appropriate documentation to place in their files relating to a vendor's performance.

OPEN DISCUSSION

There were no items presented for discussion.


**NEXT MEETING**

1.      The next ITAB Meeting is scheduled for **Wednesday, July 28, 1999**, at 8:30 a.m. in the Interpretive Center of the Kirkpatrick State Information Center.